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MEMORANDUM TO: Assistant Director for Research and Reports

SUBJECT: Office of Research and Reports' Inventory of Economic Status of the USSR.

1. Before the Advisor for Management can assist ORR in achieving its mission, ORR must formulate its substantive program, based on end products required by ORR's principal consumers, indicating commodities and services to be followed, the extent to which basic research will be conducted in each, and schedule of work projects. These are substantive decisions in which Management cannot and should not participate.

2. After the ORR program is defined the Advisor for Management can render the following assistance:

a. Delineation of function and elimination of functional overlap with other Offices, principally Office of Scientific Intelligence.

b. Design of organization and staffing patterns best suited to achieve stated objectives.

c. Design of procedures to program work effort toward changing objectives, to establish uniform method in producing end products, and to effect required support from other Agency components.

d. Reconciliation of ORR needs with work programs of collection and reference services of the Agency to effect support needed by ORR.

e. Facilitate the procurement of required support from the Administrative Offices of the Agency.

3. Tentative Management recommendations for resolution of ORR's problems viz-a-viz other Agency segments include:

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a. Complete and careful analysis of ORR survey reports by ORR management to reconcile substantive conflicts, to isolate problems, and to summarize and consolidate information bearing on other Agency segments in a form which will permit positive assistance by such segments.

b. Practical consideration of administrative limitations such as as availability of budget, personnel, and space.

c. Consideration of responsibilities of other Agency segments for assistance to other CIA and IAC activities.

d. Consideration of cut-backs possible in other CIA and governmental activities by initiation of the ORR program.

  
Advisor for Management

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